Project: IEEE P802.15 Working Group for Wireless Personal Area Networks (WPANs)

Submission Title: [Briefing on IEEE Standards Style Manual]
Date Submitted: [10 September, 2001]
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Re: []

Abstract: [A hightlight of the items contained in the IEEE Standards Style Manual.]

Purpose: [To highlight the IEEE Standards Style Manual in order to better understand its application to the draft recommended practice]

IEEE Standards Style Manual

http://standards.ieee.org/guides/index.html

Sponsor and Chair Responsibilities

- Ensure final draft is complete, accurate, meets requirements of this manual

- Shall serve as liaison between WG and IEEE Standards Project Editor

Items to submit

- Paper and electronic forms
  - one column, 8.5"x11", margin 1", start at page 1
  - IEEE uses Framemaker

- Cover letter

- Permission of copyrighted material

Draft contents prep

- Copyright statement
- Draft labeling
- Title (matches the PAR exactly)
- Abstract (PAR scope & purpose)
- Introduction (history & purpose)
- Committee lists
- Table of contents (main clause & first subclause)

Document structure

- 1 Overview (optionally scope & purpose)

- 2 References

- 3 Definitions (subclause for acronyms)

- Annexes (Normative or informative)

Numbering in text

- Main text uses Arabic numbers (1, 1.1, 1.2, etc.)
  - maximum of five levels

- Annexes use letters in first level

- Only one list per subclause

- Cross-references (clause number only)

Word usage

- Shall, should, may, and can
- That and which
- Gender-Neutral (only "he or she"; no one, he, she, we, or they)
- No safe or safety
- Second person (you is a no-no)
- Abbreviation
- Hyphenation
- Capitalization (initial letter)

Units

- Numbers
- Metric system
- Letter symbols

Tables

- Labeling
- Numbering
- Units of measure
- Numerical values
- Notes & footnotes
- Informal tables

Figures

- Call-outs (8-point sans serif font (e.g. Helvetica or Arial))
- Either all uppercase or mixed
- A separate electronic file for each figure
- EPS, TIFF, WMF, or GIF
- Numbering (consecutive)
- Notes

Equations

- All terms defined (quantities and units)
- Numbering
- !!Take a look at the examples!!

Miscellaneous

- Notes (not part of standard)
- Footnotes (not part of standard)
- No warnings or cautions
- Bibliography (first or last Annex)

Voting comments

- Four editing instructions
  - Change
  - Delete
  - Insert
  - Replace
- Editor suggests that TG2 use this for completing draft
- Editor suggests that TG2 propose this to WG for letter ballot process
  - instructions be applied to the -99/112r6 [99112r6P802-15_Ballot-Instructions.doc] and
  - possibly the WG LB Comment form.

Working Group Draft

- The first working group draft will be
  - in FrameMaker 6.0
  - released as soon after the September meeting as possible

- Comments into the November & future meetings are
  - to be in the form of contributions
  - structured as editing instructions

Working Group Draft (continued)

- No formal TG2 vote (consensus should be the primary goal)
- No additional formal tracking will be necessary, use existing
  - contribution
  - meeting minutes
- First formal TG2 vote:
  - to motion the draft out of TG2 into WG for WG balloting.

Working Group Draft (continued)

- IEEE 802.15 Working Group ballot will be the first formal vote on TG2's recommended practice.

  - Requires formal Ballot, Voting period, recording of comments received and their disposition

- IEEE 802 Sponsor Ballot
  - same as above